



Frank Edelblut
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
Division of Educator Support and Higher Education
Higher Education Commission
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-2409
FAX (603) 271-4134

Christine M. Brennan
Deputy Commissioner

Due to the COVID-19 pandemic, a meeting of the Higher Education Commission was held via telephone at 101 Pleasant Street in Concord at 2:00 p.m. on Tuesday, October 20, 2020, with the following members present:

Donald Birx, Chair
Sr. Paula Marie Buley, Vice Chair
Michael Apfelberg
James Dean
Frank Edelblut
Mark Laliberte
Todd Leach
Kim Mooney
Kevin O'Shea
Michele Perkins
Mark Rubinstein
Susan Stuebner
Melinda Treadwell

The following members were unable to attend:

Susan Huard
Charles Lloyd
Alfred Williams

1) Frank Edelblut read the emergency authorization and a roll call vote was taken by Laura Stoneking. Chair Birx called the meeting to order. A quorum was reached.

2) Todd Leach moved, seconded by Mike Apfelberg, to accept the minutes of May 19, 2020. The motion passed without dissent. A roll call vote was taken by Laura Stoneking.

3) Kim Bogle-Jubenville presented the request from American University of Madaba to offer the Master of Science in Risk Management. The university is currently approved to only offer this degree at the undergraduate level. The review took place over Skype due to the pandemic, and included 10 to 12 members of the team. At the review, the team discussed how they are modifying and building policy and process for graduate programs, their expectations for delivering the program, and how they would recruit students both internally and externally.

Frank Edelbut moved to accept the American University of Madaba's request to offer the Master of Science in Risk Management, seconded by Michele Perkins. The motion passed without dissent, with Vice-Chair Sr. Paula Marie Buley abstaining. A roll call vote was taken by Laura Stoneking.

4) Dr. Richard Gustafson presented the request from Signum University to continue to offer courses for the Master of Arts in Language and Literature. In 2018, Signum University was approved to offer the Master of Arts in Language and Literature, with the condition that the university work on a number of recommendations and provide an update in the fall of 2020. A team from the Distance Education Accrediting Commission, the accrediting group from whom the university is seeking approval, is scheduled for a visit, which was originally planned to take place in the spring. However, this visit was pushed back due to the pandemic. It is hoped that the visit will be completed in either late 2020 or within the first quarter of 2021. An observer will be present throughout the review.

It is proposed that the current approval date, December 31, 2020, be extended to December 21, 2021 to allow additional time for the accreditation process to be completed. This extension will also provide additional time for the university to seek regranting authority from the New Hampshire legislature (it was passed by the Senate but tabled by the House because of COVID-19).

The Master of Arts in Language and Literature continues to grow, with 100 students currently enrolled. Approximately 10 students have completed the program. These students have received a certificate of completion rather than a degree because the university does not have degree-granting authority. The university has also submitted a comprehensive preliminary proposal to the Distance Education Accrediting Commission.

Frank Edelblut moved to accept Signum University's request to continue to offer courses for the Masters of Arts in Language and Literature, seconded by James Dean. The motion passed without dissent. A roll call was taken by Laura Stoneking.

5) Dr. Richard Gustafson presented the request from St. Joseph School of Nursing to continue to offer the Associate of Science in Nursing. The school

currently has approval to offer this degree through December 31, 2020. The program has had some issues in the past couple of years, all of which have been addressed to the satisfaction of the accrediting group, the Accreditation Commission for Education in Nursing (ACEN), and the New Hampshire State Board of Nursing (this information is laid out in paragraph 2 of the report). The school's pass rate has improved considerably, reaching a rate of over 90%.

This recommendation would extend HEC approval through December 31, 2025. This date would align with the accreditations granted by both the ACEN in Nursing and the State Board. Given this oversight by two groups, there is no need for the HEC to visit as well.

Frank Edelblut moved to approve St. Joseph's School of Nursing to continue to offer the Associate of Science in Nursing, seconded by Melinda Treadwell. The motion passed without dissent. A roll call was taken by Laura Stoneking.

6) Chair Birx reviewed Commission meeting dates for 2021. The next meeting will take place Tuesday February 9, 2021, followed by meetings on Tuesday, May 11, 2021 and Tuesday, October 12, 2021. All meetings will take place at 2:00.

7) Director Appleby pointed out highlights from the Director's Report:

- Patty Edes has retired after 36 years of state service.
- At the last meeting, Director Appleby brought up the possibility of asking the governor to issue a pandemic-related emergency order suspending fees for career schools (which are typically small businesses) and transcript request fees (people requesting transcripts are typically job seekers). The governor did so through Executive Order 29 (Exhibit J).
- The Office of Career School Licensing is monitoring a number of closures (noted in the report). Most of these closures are entities not based in New Hampshire. A potential upcoming school closure is also being monitored.
- He had hoped to have a proposal for the Commission to revise the Hec 300 rules, the rules governing Career School Licensing. However, due to the pandemic, the revision is not yet complete. The proposal should be ready for presentation to the Commission in February.
- He welcomed Sr. Paula Marie back to the HEC.

- The next few meetings will likely be remote, but HEC may need to find a new location for its meetings. He and Chair Birx will discuss the issue and present to the full commission in February.
- 8) There was no other business.
- 9) Michele Perkins moved, seconded by Todd Leach, to adjourn the meeting at 2:26 p.m. The motion passed without dissent. A roll call was taken by Laura Stoneking.